Home Repair Resource center

HRRC TOOL LIBRARY

MEMBERSHIP APPLICATION

WEB
www.hrrc-ch.org/toollibrary

EMAIL
toollibrary@hrrc-ch.org

PHONE
+1.216.381.6100 x16

Members must pay dues once a year. Eligibility for membership is limited. Please see our website or call for details. Once a member, you may borrow from hundreds of tools for **free**. A few high-maintenance tools cost extra to borrow. We also charge late fees, cleaning fees, etc. **Please read the Tool Library User Agreement in full.**

INSTRUCTIONS

1. Submit your completed application to HRRC by email, mail, or in-person.
2. HRRC Staff will check your application for eligibility and approve or deny it.
3. If approved, you will be given instructions on how to pay for membership by cash, card, or check.

APPLICANT INFORMATION

PLEASE WRITE CLEARLY

Applicant's Name: _____ Driver's License or ID # _____

(no Social Security Numbers, please)

Date of Birth: _____

Street Address where tools will be used: _____

City, State, Zip Code: _____

Note: Contractors are not allowed to borrow library tools for job use.

Residential Address (if different): _____

Mailing Address (if different): _____

Primary Phone #: _____ Secondary Phone #: _____

Email Address: _____ **Do you prefer contact by: ☐ Phone** or **☐ Email?**

Applicant's Signature _____ **Date** _____

PROOF OF RESIDENCY / OWNERSHIP

Please prove that you live at or own the address where tools will be used by showing us ONE of the following. If your name has been on property records as owner for at least a month, we can verify online and you can skip this step.

THE DOCUMENT YOU SHOW MUST HAVE YOUR NAME, CURRENT ADDRESS, AND RECENT DATES.

- Mail from a third party
- Lease
- Property records
- Bill
- Government document/printout
- Paystub

Rev: Jan/2017

Home Repair Resource center

Home Repair Resource Center empowers homeowners to maintain their homes for sustainable and diverse communities.

WWW.HRRC-CH.ORG +1.216.381.6100 2520 Noble Road, Cleveland Heights, OH 44121

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HRRC TOOL LIBRARY

TOOL LIBRARY USER AGREEMENT

Plus: waiver & indemnification

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USER AGREEMENT

1. Only Tool Library Members may borrow tools from the HRRC Tool Library. Eligibility for membership is limited. Once a year, all members must **pay dues** and update their contact info. See our website or call us for exact details. The benefits of membership include:
   - Ability to borrow from hundreds of tools for free
   - Ability to borrow expensive, high-maintenance tools at an affordable price – see website for exact pricing www.hrrc-ch.org/toollibrary
   - Regular maintenance and repair of tools in the library by qualified staff
   - Free tutorial from staff on how to use the tools in the library, and “how-to” handouts
2. All Members must show a **picture ID** when borrowing a tool. This protects your account.
3. **No contractors.** The HRRC Tool Library is a program for members to maintain and repair their living space, or properties they own. Tools are for Members only and are to be used at the address on file for their home, rental units, or nonprofit project locations only. Tools are not to be used for jobs.
4. Members must obtain their own **consumables** – tools are not loaned with any consumable parts – power saw blades, sandpaper, vacuum filters, grinding wheels, etc. These are noted in the online Tool Catalog.
5. All tools are loaned for **7 days**. If it was checked out on a Monday, it’s due back on a Monday. Failure to return tools by your due date will result in late fees, and a stop will be placed on your account (nothing else can be borrowed). After 30 days, unreturned tools will be considered stolen property and charges may be filed.
6. **Tools must be returned to designated HRRC Tool Library staff during our open hours. Tools cannot be dropped off during closed hours.**
7. Tools must be returned clean and in the same condition as when checked out, or you will be subject to a **$5.00 cleaning fee**.
8. Tools returned past their due date will **accrue daily late fees**. Exact cost of fees varies per tool. Generally, hand tools are $0.50 per day and power tools $1 per day. Tools that cost money to borrow have high late fees. See website for exact pricing: www.hrrc-ch.org/toollibrary
9. You may **renew your tool** loan online, in person, or by phone. Except when someone else has reserved the tool – then it must be returned. HRRC Tool Library staff reserve the right to recall any tool at any time. Please respect the needs of others to use library tools.

10. Tool Library Members are responsible for lost, stolen, broken, and damaged tools – reasonable wear and tear expected. If this happens, please:
    - Notify the police if stolen and tell HRRC Tool Library staff
    - Pay the cost of replacement or repair
11. **If a Member owes the Tool Library money – late fees, repairs, membership dues, etc. – they cannot borrow any tools until all debt has been paid to the Tool Library.**
12. The Tool Library Member is liable for any property damage caused by the use of library tools, including any damage caused by loading and unloading tools from Tool Library Member's vehicle.
13. Tool Library Members are able to **reserve tools** online or by phone. If no reservations are placed, loans are made on a first-come-first-serve basis.
14. The HRRC Tool Library reserves the right to limit the number of tools borrowed, or refuse the loan of any tool. Membership may be revoked at any time.

Member Signature _____ **Date** _____

I have read and understand this User Agreement. I agree to follow these rules as an act of support for our shared community resource - the HRRC Tool Library.

Rev Jan 2017

TOOL LIBRARY – WAIVER & INDEMNIFICATION

I, _____ (print name), state that I am capable to use the tools I am borrowing and that I will use them in a safe and proper manner.

I, _____ (print name), do hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools, waive any and all claims against the Home Repair Resource Center for any injury or injuries of any nature that I may suffer or incur in the use of the tools that I am borrowing from the Home Repair Resource Center Tool Library.

I, _____ (print name), hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools, agree to release and indemnify and hold harmless the Home Repair Resource Center, its officers, agents, volunteers, and employees from any and all liability, loss, claims, and demands, actions or causes of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arise or may arise or be occasioned in any way from the use or possession of tools I am borrowing from the Home Repair Resource Center Tool Library.

Signature _____ **Date of Agreement** _____

Printed Name _____

OFFICE USE ONLY

Date Entered Into MyTurn: _____ Staff Initials: _____ Last Updated: Jan 2017

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